



**STATUTES TO THE
CONSTITUTION OF THE
VANDERBILT STUDENT
GOVERNMENT**

STATUTES TO THE CONSTITUTION OF THE VANDERBILT STUDENT GOVERNMENT

TABLE OF CONTENTS

| | |
|---------|--------------------------------|
| TITLE 1 | CABINET ORGANIZATION |
| TITLE 2 | SENATE ORGANIZATION |
| TITLE 3 | HOUSE ORGANIZATION |
| TITLE 4 | COMMITTEE ORGANIZATION |
| TITLE 5 | FRESHMEN LEADERS PROGRAM RULES |
| TITLE 6 | ELECTION RULES AND REGULATIONS |
| TITLE 7 | BUDGET RULES AND REGULATIONS |
| TITLE 8 | STUDENT FINANCE COMMITTEE |

REVISION HISTORY

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- 07-08-02 CREATION OF VSG STATUTES
 (ANDERSON)
- 07-08-05 AMENDING AND INCORPORATING THE ELECTIONS STATUTES
 (ANDERSON, SIMON, DUARTE, BAMRICK, GOSSETT)
- 07-08-06 AMENDING AND INCORPORATING THE FRESHMEN LEADERS PROGRAM
 (HERALD, ANDERSON)
- 07-08-07 AMENDING AND INCORPORATING THE BUDGET AND FINANCIAL RULES
 (WILLIAMS, ANDERSON)
- 07-08-10 AMENDING AND INCORPORATING THE COMMITTEE GOVERNING STATUTES
 (ANDERSON, GOSSETT)
- 07-08-13 AUTHORIZING THE PUBLICATION OF THE VSG BUDGET
 (ANDERSON)
- 07-08-17 EXTENDING HOUSE REPRESENTATION TO ON-CAMPUS GREEK RESIDENCES
 (SIMON)
- 07-08-18 EXTENDING HOUSE REPRESENTATION TO OFF-CAMPUS RESIDENTS
 (SIMON)
- 07-08-19 ENACTING A NEW STUDENT FINANCE STRUCTURE
 (ANDERSON)
- 07-08-22 EXPLANATION OF CABINET DUTIES
 (ANDERSON, SIMON)
- 07-08-31 ELIMINATING THE EXPERIENCE REQUIREMENT FOR VSG PRESIDENTIAL
 CANDIDATES
 (SMITH, DUARTE)
- 07-08-35 AMENDING THE TIME LINE OF VSG PRESIDENTIAL ELECTIONS
 (BILOTTA)
- 08-09-03 REQUIRING THE RELEASE OF VSG ELECTION VOTE TOTALS
 (ROSS, DUARTE, SAMETS, WILLIAMS, SMITH)

Statutes to the Constitution of the Vanderbilt Student Government

- 08-09-06 EXTENDING COMMITTEE MEMBERSHIP ELIGIBILITY TO ALL STUDENTS
(ANDERSON, DUARTE, ROSS, TOPPING)
- 08-09-08 NEW AC FEE COMMITTEE STRUCTURE RESOLUTION
(PENNEL, COHEN)
- 08-09-13 VOTING HOURS REFORM ACT RESOLUTION
(PENNEL, XIAO, MURPHY, ANDERSON)
- 08-09-15 OMNIBUS BILL AMENDING THE VSG STATUTES FOR CONSISTENCY
(ANDERSON, DUARTE, ROSS)
- 08-09-16 BILL TO RESOLVE THE DEFINITION OF VERBAL CAMPAIGNING
(ANDERSON, ROSS)
- 08-09-18 AMENDING THE ROLE OF THE DIRECTOR OF FIRST YEAR RELATIONS
(ROSS, SMITH, MURPHY, AY. MALIK, LEVINE, TOPPING)
- 08-09-19 AMENDING THE POSITION OF CO-CHAIR OF THE ORGANIZATIONAL
RELATIONS COMMITTEE
(SMITH, MURPHY, AY. MALIK, LEVINE, TOPPING)
- 08-09-20 CREATING THE ENVIRONMENTAL AFFAIRS COMMITTEE
(DUARTE, SMITH, MURPHY, AY. MALIK, LEVINE, ROSS)
- 08-09-23 AMENDING THE SELECTION PROCESS FOR SENATE CO-CHAIRS
(PENNEL, AZ. MALIK)
- 08-09-24 AMENDING THE SELECTION PROCESS FOR STUDENT FINANCES SUB-
COMMITTEE CO-CHAIRS AND THE ROLE OF THE STUDENT FINANCE
COMMITTEE CHAIR ON THE ORGANIZATIONAL RELATIONS COMMITTEE
(PENNEL, AZ. MALIK)

Cabinet Organization

1.1. Overall Cabinet Duties

- 1.1.1. The Cabinet shall be composed of the officers listed in the VSG Constitution including:
 - A. Chief of Staff
 - B. Treasurer
 - C. General Secretary
 - D. Attorney General
 - E. Director of Public Relations
 - F. Director of Technology.
- 1.1.2. The Cabinet shall also include the following positions, which shall be appointed by the Student Body President and confirmed by the House and Senate:
 - A. Director of Special Events
 - B. Director of First-Year Relations
- 1.1.3. The scope of all cabinet officers' duties shall be limited to internal, administrative tasks as outlined by these statutes.

1.2. Chief of Staff

- 1.2.1. The duties of the Chief of Staff shall be to:
 - A. Serve as the liaison between the Executive Board and the Cabinet
 - B. Report cabinet progress to the Executive Board
 - C. Provide resources and information to enable cabinet officers to perform their administrative tasks

1.3. Treasurer

- 1.3.1. The duties of the Treasurer shall be to:
 - A. Organize and propose the annual budget
 - B. Keep a running record of the budget and expenses
 - C. Follow up on disbursements and manage purchase order requests
 - D. Keep records of purchases and accompanying paperwork
 - E. Follow up with organizations receiving VSG Co-sponsorship funds to ensure the transfer of funds
 - F. Manage and approve reimbursement requests
 - G. Give monthly budget reports to the VSG House and Senate

1.4. General Secretary

- 1.4.1. The duties of the General Secretary shall be to:
 - A. Take and keep accurate minutes of the proceedings of the VSG Executive Board, VSG Senate, and VSG House, including voting records and attendance of members

- B.** Prepare reports for the VSG Executive Board
- C.** Attend all VSG meetings
- D.** Maintain the VSG office
- E.** Maintain the VSG calendar of events and post it on the website
- F.** Any other general administrative duties as determined by the VSG Executive Board

1.5. Director of Public Relations

- 1.5.1. The duties of the Director of Public Relations shall be to:
- A.** Oversee the Publicity Committee
 - B.** Manage publicity for all VSG events
 - C.** Promote VSG to the student body and Vanderbilt Community
 - D.** Manage all VSG relations with student media in conjunction with the VSG President, Speaker of the Senate, and Speaker of the House

1.6. Director of Special Events

- 1.6.1. The duties of the Director of Special Events shall be to:
- A.** Oversee the Special Events Committee
 - B.** Plan and implement the following: VSG's involvement in Homecoming activities, catering for VSG events, VSG Congress
 - C.** Assist VSG members and committees in implementing their VSG events

1.7. Attorney General

- 1.7.1. The duties of the Attorney General shall be to:
- A.** Serve as chief parliamentarian of VSG
 - B.** Oversee all elections in accordance with these statutes
 - C.** Attend all Senate and House meetings to enforce decorum and advise the Speakers on parliamentary procedure and voting matters
 - D.** Serve as custodian of the VSG Constitution and Statutes
- 1.7.2. The Attorney General will release vote counts for all candidates of every VSG election.

1.8. Director of Technology

- 1.8.1. The duties of the Director of Technology shall be to:
- A.** Maintain the VSG website
 - B.** Maintain the VSG email lists
 - C.** Maintain the VSG office computers, networks, and printers
 - D.** Sit as an ex-officio member of the Student Services and Technology Committee
 - E.** Maintain all VSG online services under the supervision of the Student Services and Technology Committee

1.9. Director of First Year Relations

- 1.9.1. The duties of the Director of First Year Relations shall be to:
- A.** Oversee the First Year Leaders Program
 - B.** Organize the Program's structure
 - C.** Coordinate leadership development and programming opportunities for first-year students on behalf of Vanderbilt Student Government.
 - D.** Serve as a liaison between Vanderbilt Student Government and the Commons.

2. Senate Organization

2.1. Director of Faculty Relations

2.1.1. The Speaker of the Senate shall appoint a Director of Faculty Relations.

2.1.2. The duties of the Director of Faculty Relations shall include attending all meetings of the Faculty Senate, serving on any Faculty Senate committees that the Faculty Senate allows, reporting back to the VSG Senate on these matters as directed by the Speaker, and presenting the Faculty Senate with any VSG proposals as directed by the VSG Speaker of the Senate.

2.2. Academic Affairs Committee

2.2.1. The Speaker of the Senate, the Director of Faculty Relations, and the Presidents of the School Councils shall together form the Academic Affairs Committee within the VSG Senate. The Committee shall study any resolutions or proposals affecting student academics.

2.2.2. The Speaker of the Senate shall appoint one of the Council Presidents to serve as the Academic Affairs Representative.

2.2.3. The duties of the Academic Affairs Representative shall include coordinating the actions of the Academic Affairs Committee, maintaining contact with the Provost and Academic administrators, and arranging meetings between the Provost and members of VSG.

3. House Organization

3.1. Programming Director Duties

- 3.1.1. The Programming Directors, in addition to their constitutional duties, shall also be responsible for organizing the Dinner Discussions events under the direction of the Speaker of the House.

3.2. Residential Greek / Off-Campus Area Representative

- 3.2.1. A single student, who shall be either a resident of on-campus Greek housing or a student living off campus, shall be extended a voting seat in the VSG House under the title of Greek/Off-Campus Area Representative. This representative will be elected in the same manner as Area Representatives and will represent all students living in on-campus Greek residences and in off-campus housing. This Area Representative will have equal voting power to address issues within the confines of the VSG jurisdiction and those that pertain to the student body at large. The Residential Greek President will not have the right to address issues which fall under the purview of the Office of Greek Life and its subordinate governing bodies.

4. VSG Committee Structure and Functioning

4.1. Standing Committees

- 4.1.1. Security, Student Services and Technology, Campus Services, Athletics, Organizational Relations, Community Service, and Environmental Affairs shall all be standing committees as governed by Article V of the Constitution.

4.2. Student Services and Technology

- 4.2.1. There shall be a Student Services and Technology Committee, whose duties shall include:
 - A. Overseeing the Commodore Express Shuttles Program
 - B. Overseeing the Airport Shuttles Program
 - C. Overseeing VandySwap
 - D. Serving as VSG's liaison to the Dean of Student Information Technology Department
 - E. Voicing student concerns regarding all technology issues
- 4.2.2. The membership of this committee shall include:
 - A. One senator who shall serve as co-chair
 - B. One at-large member of the student body who shall serve as co-chair
 - C. A number of students as appointed by the Executive Board
 - D. The Director of Technology

4.3. Campus Services Committee

- 4.3.1. There shall be a Campus Services Committee, whose duties shall include:
 - A. Overseeing all VSG activities regarding dining issues
 - B. Overseeing all VSG activities regarding the Bookstore
 - C. Overseeing all VSG activities regarding the Mailroom
 - D. Overseeing all VSG activities regarding the Card Office
 - E. Overseeing all VSG activities regarding building amenities
 - F. Overseeing all VSG activities regarding Munchie Marts
- 4.3.2. The membership of this committee shall include:
 - A. One senator who shall serve as co-chair
 - B. One at-large member of the student body who shall serve as co-chair
 - C. A number of students as appointed by the Executive Board, who may or may not serve as Department Chairs

4.4. Security Committee

- 4.4.1. There shall be a Security Committee, whose duties shall include:
 - A. Serving as VSG's Liaison to the Office of Traffic and Parking
 - B. Serving as VSG's Liaison to Vanderbilt University Police Department

- C. Overseeing all VSG activities regarding campus safety and security
- D. Overseeing all VSG activities regarding the VandyVans program
- E. Overseeing all VSG activities regarding residential card access policy

4.4.2. The membership of this committee shall include:

- A. One senator who shall serve as co-chair
- B. One at-large member of the student body who shall serve as co-chair
- C. A number of students as appointed by the Executive Board

4.5. Athletics Committee

4.5.1. There shall be an Athletics Committee, whose duties shall include:

- A. Serving as VSG's Liaison to the Student Athlete Advisory Council
- B. Serving as VSG's Liaison to Vandy Fanatics
- C. Serving as VSG's Liaison to the Athletic Stakeholders.
- D. Overseeing all VSG activities and university policies regarding athletics and athletes
- E. Overseeing all VSG activities and university policies regarding tailgating
- F. Overseeing all VSG activities and university policies regarding the Student Recreation Center

4.5.2. The membership of this committee shall include:

- A. One senator who shall serve as co-chair
- B. One at-large member of the student body who shall serve as co-chair
- C. A number of students as appointed by the Executive Board

4.6. Community Service Committee

4.6.1. There shall be a Community Committee, whose duties shall include:

- A. Serving as VSG's Liaison to campus community service groups and the Office of Active Citizenship and Service
- B. Organizing all of VSG's community service events
- C. Overseeing VSG's Angel Tree event
- D. Overseeing VSG's Community Service Outreach Days
- E. Overseeing VSG's Drive for Five event

4.6.2. The membership of this committee shall include:

- A. One senator who shall serve as co-chair
- B. One at-large member of the student body who shall serve as co-chair
- C. A number of students as appointed by the Executive Board

4.7. Organizational Relations Committee

4.7.1. There shall be an Organizational Relations Committee, whose duties shall include:

- A. Discussion of issues affecting VSG and campus life

- B. Maintaining oversight of the Student Activities Fee, in conjunction with these statutes.
 - C. Serving as VSG's liaison to undergraduate student organizations in general
- 4.7.2. The membership of this committee shall include:
- A. The Speaker of the Senate, who shall serve as co-chair.
 - B. One at-large member of the student body who shall serve as co-chair
 - C. A number of students as appointed by the Executive Board
 - D. A representative of Interfaith Council
 - E. A representative of Pan-Hellenic Council
 - F. A representative of National Pan-Hellenic Council
 - G. A representative of Inter-fraternity Council
 - H. A representative of Advocacy Council
 - I. A representative of Multicultural Council
 - J. A representative of VUcept
 - K. A representative of Honor Council
 - L. A representative of Vanderbilt Student Communications
 - M. A representative of Vanderbilt Programming Board
 - N. A representative of Vanderbilt Performing Arts Council
 - O. A representative of Student Athlete Advisory Council

4.8. *Environmental Affairs*

- 4.8.1. There shall be an Environmental Affairs Committee whose duties shall include:
- A. Overseeing the sustainability needs and priorities on campus
 - B. Serving as VSG's liaison to the Sustainability and Environmental Management Office
 - C. Serving as VSG's liaison to all campus environmental groups
 - D. Developing, coordinating, and promoting recycling efforts, energy conservation, and the proposed phases of *Think Gold, Act Green* with the members of the Think Gold, Act Green Coalition
 - E. Expanding the Think Gold, Act Green Coalition
- 4.8.2. The membership of this committee shall include:
- A. One senator who shall serve as co-chair
 - B. One at-large member of the student body who shall serve as co-chair
 - C. A number of students as appointed by the Executive Board

4.9. *Ad Hoc Committees*

- 4.9.1. The VSG President may form ad hoc committees at any time according to the guidelines set forth in Article V of the Constitution.

4.10. *Governance*

- 4.10.1. The committees shall be directly responsible to the Executive Vice President

Statutes to the Constitution of the Vanderbilt Student Government

- 4.10.2. Committees will be filled, except for the senator who shall serve as co-chair, according to procedures established by the Executive Vice President and approved by a majority of the Executive Board.
- 4.10.3. Each senator who shall serve as a co-chair of a Vanderbilt Student Government Committee shall be selected by a majority vote of the “Senator Co-Chair Nominating Committee.” This Committee is to be composed of five voting members: the immediate past Senator Co-Chair of the committee in question, one member of the Executive Board (being either the President or Chief of Staff), the current Speaker of the Senate, Vice President, and a member of VSG from the senior class selected at the discretion of the outgoing VSG President.
 - A. If the immediate past Senator Co-Chair of the committee in question is reapplying for the position, he/she will be replaced on the committee by the immediate past at-large Co-Chair.
 - B. Prior to voting on the selection of each senator co-chair, the “Senator Co-Chair Nominating Committee” shall hold interviews with each senator, lasting no less than fifteen minutes.

5. First-Year Leaders Program

5.1. VSG Program

- 5.1.1. The First-Year Leaders Program of the Vanderbilt Student Government shall act as a Standing Program that reports directly to the Chief of Staff.
- 5.1.2. The First-Year Leaders Program of the Vanderbilt Student Government shall be hereafter referred to as FLP.

5.2. Purposes and Objectives

- 5.2.1. The purposes and objectives of FLP shall be:
 - A. To empower and engage first year students;
 - B. To prepare first year students to lead at Vanderbilt; specifically in VSG;
 - C. To develop character and leadership aptitude;
 - D. To serve as a focus group for Vanderbilt Administration.
 - E. To teach Freshman Leaders how to plan and implement a Vanderbilt program.

5.3. Co-Chairs

- 5.3.1. Appointment
 - A. Two Co-chairs shall be appointed by the Student Body President and Director of First-Year Relations within one month of the appointment of the Director of First-Year Relations. These appointments shall be confirmed by the Senate and House.
 - B. Rising Sophomores with a minimum 2.5 GPA are eligible to apply. Preference may be given to those who have previously participated in the program.
- 5.3.2. The duties of the co-chairs shall be:
 - A. To report progress at VSG Committee and Joint Congress Meetings;
 - B. To select FLP members;
 - C. To help plan and host a Leadership Development Retreat for all freshman Vanderbilt Student Government leaders;
 - D. To encourage, motivate, and develop future leaders;
 - E. To advise members' individual and collective endeavors;
 - F. To act as a resource for and oversee quality programming.

5.4. Members

- 5.4.1. Selection
 - A. After House elections in the fall, the co-chairs will begin accepting applications. All first year students are eligible to apply.
 - B. Co-chairs may set up interviews for each applicant.

Statutes to the Constitution of the Vanderbilt Student Government

C. By the end of September, twelve to fifteen members shall be selected and notified.

5.4.2. The duties of the FLP members shall include:

A. To attend the FLP Leadership Development Retreat;

B. To plan and implement the FLP Project/Event during the fall semester and spring semester;

C. To report monthly to the Dean's Council and the Common's Council;

D. To complete ten VSG Committee hours to one or any combination of the six VSG Committees;

E. To attend Joint Congress Meetings;

F. To send three members to each Senate and House Meeting on a rotating basis.

5.5. Budget

5.5.1. On a date designated by the Chief of Staff, the FLP Co-chairs shall submit their requested budget to him/her.

5.5.2. The approved FLP budget shall be embedded in the VSG Committee Account. The use of such funds must be authorized by the FLP Co-chairs and the Chief of Staff.

6. Election Rules and Regulations

6.1. The Student Body President

- 6.1.1. Elections shall be held during the spring semester. The date of the election shall be determined by the Attorney General with the consent of the Executive Board.
- 6.1.2. Elections shall be supervised by the Attorney General unless:
 - A. The Attorney General is a Presidential Candidate or Vice Presidential Candidate.
 - B. The Attorney General is deemed unreasonably biased by the Executive Board. In such an instance, the Executive Board must select an Elections Chairman by simple majority to supervise the event at an appropriate time prior to the final election.
- 6.1.3. The President shall live in university housing at all times during his/her term of office.

6.2. Election Petitions

- 6.2.1. All candidates for elected offices in VSG shall submit a petition to the Attorney General by the specified date prior to the elections. All petitions shall require the following information pertaining to the petitioner:
 - A. Name
 - B. Campus Address
 - C. Phone Number
 - D. Class at Vanderbilt
 - E. Place of Residence
 - F. Signatures as provided in 6.2.2
- 6.2.2. The following number of signatures of fully enrolled undergraduate Vanderbilt students shall be required:
 - A. For Student Body President and running mate tickets: 200 signatures
 - B. For Speakers of the Senate and House: 0 signatures
 - C. For Senators: 100 signatures
 - D. For Council Presidents: 100 signatures from members of the Council President candidate's school, except for candidates for Blair Council President, who shall gather 50 signatures from members of the Blair School of Music
 - E. For Area Representatives: 25 signatures from residents of the candidate's area. This does not apply to the Greek/Off-Campus Area Representative, who shall collect 10 signatures from residents of Greek and off-campus housing.
 - F. For House Presidents and Judicial Vice Presidents: 25 signatures from members of the candidate's residence hall
 - G. For Council members: 25 signatures from members of the candidate's school

6.3. Campaign Finance

- 6.3.1. Total campaign expenditures shall not exceed:
 - A. For Student Body President and Vice President ticket: \$500
 - B. For Speakers of the Senate or House: \$25
 - C. For Senators: \$100
 - D. For House Presidents and Judicial Vice Presidents: \$25
 - E. For Area Representatives: \$65
- 6.3.2. Campaign contributions may come from personal funds and/or from contributions from fully enrolled Vanderbilt undergraduate students.
- 6.3.3. The candidate may contribute up to half of his/her allotted campaign expenditures with his/her own money. Candidates for the positions of Speaker of the Senate, Speaker of the House, House Presidents, and House Judicial Vice Presidents may contribute all of his/her allotted campaign expenditures with his/her own money.
- 6.3.4. The candidate may solicit any portion of this personal sum from Vanderbilt undergraduate students in up to \$20 contributions. The names of all benefactors and the amount donated must be reported within a time period specified by the Attorney General.
- 6.3.5. All receipts for campaign materials and a summary of campaign funding must be submitted by a date specified by the Attorney General. Reported information must include:
 - A. The source of all donations or purchases
 - B. The quantity of goods purchased
 - C. The purchase price
 - D. The brand name of any products
 - E. All receipts

6.4. Campaign Regulations

- 6.4.1. Campaigns shall strive to uphold the standards and values of the Vanderbilt community.
- 6.4.2. No campaigning shall take place prior to the campaign phases as designated by the Attorney General.
- 6.4.3. Primary and General Phases of campaigning shall take place during one week periods prior to the Primary and General elections, respectively. The dates of each phase are determined by the Attorney General in the order specified in the VSG Constitution.
- 6.4.4. During both the Primary and General Phases, candidates are permitted to distribute and display buttons, send personalized emails, advertise on websites,

Statutes to the Constitution of the Vanderbilt Student Government

conduct verbal campaigning and speeches, display posters and banners, distribute campaign materials such as brochures, pamphlets, and letters. This campaigning shall be subject to all university regulations.

- 6.4.5. Verbal campaigning is defined as the specific solicitation of votes. It excludes the creation of a campaign team and consulting others for advice.
- 6.4.6. Reservations or scheduling made for verbal campaigning and speeches, including presence at campus organization meetings, may be made no earlier than one week prior to the beginning of the Primary Phase.
- 6.4.7. Websites utilized for publicizing a campaign may be constructed prior to the Primary Phase; however, the URL address may not be advertised prior to the Primary Phase.
- 6.4.8. Signs and banners must be displayed in accordance with the policies of the Office of Housing and Residential Education
- 6.4.9. Candidates may not use listservs to publicize any campaign effort. Student organizations are exempt from this clause and may use listservs. Generic emails are permitted provided that each address is typed individually.
- 6.4.10. The mass mailing of paper literature to campus mailboxes is permitted; however, distribution of campaign material must adhere to university policy as stated in the Student Handbook.
- 6.4.11. Door-to-door solicitation and promotion or distribution of literature in the houses is strictly prohibited. Campaign supporters may display materials on their own room doors.
- 6.4.12. Campaign activity on the days of the Primary and General Elections may not take place in an area excluded by the Attorney General.
- 6.4.13. All campaign material must be removed within 48 hours of the announcement of the election results. Failure to do so will result in referral to the Office of Housing and Residential Education.
- 6.4.14. Candidates for House President and Judicial Vice President are required to attend a meeting of their residential hall for the purposes of declaring their candidacy.

6.5. Election Procedures

- 6.5.1. One week before each of the general elections for VSG President, Senators, School Council members, and Area Representatives, there shall be a primary election.

Statutes to the Constitution of the Vanderbilt Student Government

- A. In a primary election, an eligible voter may vote for twice as many candidates as there are positions to be filled.
 - B. In each race, twice as many candidates as there are positions to be filled shall advance to the General Election.
 - C. Those candidates who receive the most votes shall advance.
- 6.5.2. In the event that only two candidates or tickets are running, the General Election shall be held on the date originally scheduled for the General Election, and the Primary Election shall be forgone.
- 6.5.3. Poll results may be made public at the discretion of the Attorney General.
- 6.5.4. If a re-vote is deemed necessary, the Attorney General shall schedule a new election to take place within two weeks of the election in question. The new ballot will consist of the same candidates as that of the old one, with the exception of those disqualified by the Attorney General.
- 6.5.5. The date at which the newly-elected President is inaugurated shall be decided upon by the Attorney General, no sooner than two weeks after the final election and no later than by the first week of April.
- 6.5.6. Each VSG election shall run from 8 am on Wednesday the week of the election to 12 noon on Thursday the week of the election.

6.6. Campaign and Election Violations

- 6.6.1. Any action deemed in violation of the election statutes by the Attorney General within the campaign and election period shall be dealt with as a campaign violation.
- 6.6.2. Violations of election regulations shall be grounds for filing a complaint against a candidate, subject to the following rules:
- A. Complaints may be filed by any undergraduate student.
 - B. All complaints must be submitted to the Attorney General in written form within 24 hours of discovery of the violation and within 30 minutes of the election polls closing.
 - C. Direct appeal to the media prior to filing a complaint with the Attorney General shall itself constitute a campaign violation.
- 6.6.3. Possible penalties for campaign violations include a re-vote, suspension of campaign activities, removal of campaign materials, candidate disqualification, or any other penalty deemed appropriate by the Attorney General.
- 6.6.4. All decisions made by the Attorney General regarding election matters are final.

7. Budget and Finance Rules

7.1. Revenue

- 7.1.1. VSG will take in revenue from the portion of the housing fee previously allocated for Interhall. This fee will amount to \$12 per year.
- 7.1.2. VSG will take in revenue from the portion of the budget of the Director of Student Governance that was previously allocated for SGA.

7.2. Budget Procedure

- 7.2.1. The VSG Budget shall be set in the spring semester by the Treasurer and the Executive Board.
- 7.2.2. It will be confirmed by the House and Senate.

7.3. Budget Allocations

- 7.3.1. The Executive Board will have a budget. This budget will include money for the specific Executive Board tasks or items and all unassigned funds. All Executive Board expenditures must be signed off by the Student Body President.
- 7.3.2. The Senate will have a budget. All Senate expenditures must be signed off by the Speaker of the Senate.
- 7.3.3. The VSG Committees will have a budget(s). All VSG Committee expenditures must be signed off by the Executive Vice President.
- 7.3.4. Each residential area will have a budget determined by occupancy. The Programming Director of the given residential area must sign off on House expenditures.
- 7.3.5. The Cabinet will have a budget. All Cabinet expenditures must be signed off by the Chief of Staff.

7.4. Co-sponsorships

- 7.4.1. Student organizations must complete the co-sponsorship application and submit it to the Executive Vice President.
- 7.4.2. Upon completion, the Executive Board will vote on the co-sponsorship.
 - A. Funds transferred to other student organizations for the purpose of co-sponsorship will come from the Executive Board's budget.

7.5. Additional Funds

- 7.5.1. Any branch of VSG that exceeds its budget and requires more money will submit an Additional Funds Application to the Chief of Staff.
- 7.5.2. The Executive Board will vote on the application.
- 7.5.3. Funds transferred to another VSG account for this purpose will come from the Executive Board's budget.

7.6. Publication of the Budget

- 7.6.1. The proposed VSG Budget shall be made available to student media and members of the student body upon its proposal in the VSG Senate and House.
- 7.6.2. Once approved, the VSG Budget shall be made available on the VSG website or made available to any member of the student body upon request.
- 7.6.3. VSG shall maintain a record of VSG Budgets from previous years, all of which shall be available to any member of the student body upon request.

8. The Student Finance Committee

8.1. Name of the Committee

8.1.1. The name of this committee shall be the Student Finance Committee of Vanderbilt University.

8.2. Membership and Proxy Designation

8.2.1. The Student Finance Committee shall be composed of the following:

- A. The Student Finance Committee Chair, (appointed by the Student Body President no later than October 1 of the academic year in which the Chair will serve) who with respect to the Student Finance Committee shall:
 - i. Preside over all Student Finance Committee meetings
 - ii. Be a non-voting member, except in the event of a tie
 - iii. Solicit applications from the student body to fill such positions as are allocated to them
- B. The ten co-chairs of the five subcommittees, each with one vote
- C. One professional or graduate student, with one vote, appointed by the SFC Chair, and also serving as the professional or graduate student on a subcommittee.
- D. One at-large student, with one vote, appointed by the SFC Chair, and also serving as the at-large student on a subcommittee.
- E. One faculty member, with one vote, appointed by the SFC Chair, and also serving as the faculty member on a subcommittee
- F. Of the professional/graduate student, at-large student, and faculty member, no two can serve on the same subcommittee
- G. Any other non-voting officers that the Student Finance Committee Chair deems necessary to appoint, subject to the approval of the Dean of Students Office.

8.3. Subcommittees

8.3.1. There shall be five subcommittees, which shall include:

- A. The Special Interests Subcommittee
- B. The Service Subcommittee

Statutes to the Constitution of the Vanderbilt Student Government

- C. The Arts Subcommittee
- D. The Cultural Subcommittee
- E. The Programming Subcommittee

8.3.2. The membership of each subcommittee shall include:

- A. One senator or one council president co-chair
- B. One co-chair from the subcommittee's respective umbrella organization, nominated by the umbrella organization and interviewed, confirmed and appointed by the Vanderbilt Student Government Executive Board and the Student Finance Committee Chair
- C. Four members, with one vote each, from the Organizational Relations Committee, Area Representatives, Upperclassmen House Presidents or Commons House Council Presidents
- D. One professional or graduate student, designated by the Dean of Students office, with one vote
- E. One faculty representative, designated by the Dean of Students office, with one vote
- F. One non-voting Dean of Students staff member
- G. The Student Finance Committee Chair select the Co-Chairs for each subcommittee by October 31st of the academic year in which they are to serve

8.4. Proxy Designation

8.4.1. Members of the Student Finance Committee may not appoint a proxy to serve in his/her place at any time.

8.5. Quorum

8.5.1. A quorum of two thirds of the voting members of the Student Finance Committee and its subcommittees shall be necessary for any official business to be undertaken.

8.6. Details of Voting

8.6.1. A majority is defined as more than half of those members casting a vote.

8.6.2. Two-thirds is defined as more than two-thirds of those members casting a vote.

8.6.3. Unanimous is defined as all of those members casting a vote.

8.6.4. Abstentions shall be excluded from the calculation of the total number of members casting a vote.

8.7. Powers of the Student Finance Committee

8.7.1. The powers of the Student Finance Committee shall be:

- A. To allocate funding from Student Activity Fees to campus organizations
- B. To decide the eligibility of organizations for Activity Fee funding according to funding guidelines established in this document
- C. To propose percentage changes in the student Activity Fee on an annual basis
- D. To allocate the Activity Fee Contingency Fund

8.8. Powers of the Student Finance Subcommittees

8.8.1. The powers of the Student Finance Subcommittees shall be:

- A. To set organizational presentation times on an annual basis
- B. To review any and all documents pertaining to a petitioning student organization's funding request
- C. To request and maintain budget information for groups petitioning for annual allocations or contingency funds
- D. To recommend the freezing of the account of any student organization which uses funds not in accordance with the Student Finance Committee's policies or which fails to submit budgetary information required by the Student Finance Committee

8.9. Duties of the Student Finance Committee and Subcommittees

8.9.1. The duties of the Student Finance Committee and Subcommittees are:

- A. To hear on an annual basis requests for funding from official recognized organizations meeting the funding criteria.
- B. To hear on a continual basis requests for portions of the Activity Fee Contingency Fund from officially recognized organizations meeting the criteria for such funding

- C. To act at all times as stewards of student activities fees, and to act in the best interest of the student body.

8.10. *The Activity Fee Allocation Process*

8.10.1. The Student Finance Committee Chair shall perform the following duties prior to the annual allocation of student Activity Fee money:

- A. Collect proposed budgets from organizations desiring funding from the Student Finance Committee
- B. Remove all organizations requesting money from the Student Finance Committee but not meeting the criteria from consideration
- C. Classify all organizations desiring funding into one of the five subcommittee categories.
- D. Consult with the Dean of Students office and the Student Finance Committee Advisor in allocating monies to departments and programs not subject to Student Finance Committee deliberations
- E. Write a summary of the Student Finance Committee's allocation recommendations and submit it to the Dean of Students office for approval
- F. Notify, along with the Student Finance Committee Advisor, the petitioning groups of the allocation decisions upon approval by the Dean of Students office
- G. Inform the press of the Student Finance Committee's allocation decisions upon approval by the Dean of Students office and Provost
- H. Collect a revised budget from all organizations receiving funding from the Student Finance Committee by the third Wednesday of September
- I. Ensure that all revised budgets remain on file with the Student Finance Committee

8.10.2. Procedure for Activity Fee Allocation

- A. The Student Finance Committee shall allot a given percentage of the total activity fee amount to each subcommittee for distribution to its assigned category.
- B. The Student Finance Committee will make applications available in January. Organizations requesting funding from the Student Finance Committee will be

Statutes to the Constitution of the Vanderbilt Student Government

required to fill out and submit 16 copies of the application or via an electronic format as designated by the Student Finance Committee, due to the committee in February. In addition to a budget, applications must include a summary of the organization's programs and events, and plans for the coming year.

- C. Members of the Student Finance Committee may not serve as the petitioning representative of any group seeking funding but may remain present during interviews for groups of which they are a member.
 - i. Members of the Student Finance Committee may not serve as the petitioning representative of any group seeking funding but may remain present during interviews for groups of which they are a member.
- D. Petitioning organizations will attend an interview with the Student Finance Subcommittee to which they are assigned, not to exceed the time limit set annually by the committee.
- E. Upon completion of presentations, the Student Finance Subcommittees will hold closed sessions to allocate funds to organizations by a simple majority vote.
 - i. Members of the Student Finance Committee or Subcommittees who are members of petitioning organizations must excuse themselves from deliberations and voting concerning that organization.
- F. After the Subcommittees have determined their recommendations, the subcommittee co-chairs will submit their recommendations to the Student Finance Committee, which shall have final oversight over the recommendations before they are presented to the Dean of Students office.
- G. The Student Finance Committee can recommend by a majority vote that the Activity Fee assessed students the following year be increased/decreased. This recommendation is subject to the approval of the Dean of Students office.
- H. The recommendation for funding allocations is presented by the Student Finance Committee Chair to the Dean of Students office and Provost for final approval.
- I. Appeals of the Student Finance Committee's decisions should be made in writing and delivered to the Dean of Students office within one week of notification. A representative of the Dean of Students office will decide on the merit of the appeal and award any additional funding from the Activity Fee reserve.

8.10.3. Criteria for Funding

- A. The Student Finance Committee and its subcommittees will make funding decisions based on the general merit of the program or organization for all students. In general, programs must demonstrate a wide campus appeal and be available to all students (including graduate and professional students) free of charge or at a reduced rate, and must enhance the overall educational, social, and cultural climate available to all students.

- B. Eligibility: The following groups are ineligible for funding from Activity Fees
 - i. Groups with exclusive dues-paying memberships, except in cases where they provide programs which are open to the general campus population and are not adequately funded by their dues structure.
 - ii. Major Associations
 - iii. Groups which have been identified as the fiscal responsibility of a University Department (Vanderbilt Student Government, Vucept, University Band, Sports Clubs, Interfraternity Council, and Panhellenic Council).
 - iv. Groups classified by the Dean of Students office or the Student Finance Committee as religious or political groups.

- C. Expense Criteria: Funds allocated by the Student Finance Committee are subject to some restrictions on the use of those funds. In general, the Student Finance Committee will discourage the following types of funding requests:
 - i. Requests to purchase or supply alcohol to students
 - ii. Requests to pay student leaders or members of the organization or services render
 - iii. Requests to fund religious or political activity or activities supporting the election of candidates to political office
 - iv. Requests for programs which exclude participation or membership to segments of the Vanderbilt population, except in cases where proposed programs benefit the entire community
 - v. Requests to fund charitable donations or expenses intended to directly and solely benefit non-Vanderbilt students or agencies,

except in cases where proposed expenses substantially benefit the Vanderbilt community

- vi. Requests for funding to maintain or establish a reserve
- vii. Requests to fund expenses which serve to sustain and/or benefit only the membership of the petitioning organization (i.e. private parties, T-shirts, etc.)
- viii. Requests to fund capital expenses (defined as any purchase of items intended to benefit a group for more than one fiscal year, i.e. computers).

8.11. *The Activity Fee Contingency Fund*

8.11.1. Definition of the Contingency Fund

- A. The Student Finance Committee shall, during the Spring allocation of funds, set aside a small amount of funds, amounting to no more than one percent of the total Activity Fee budget, for the student finance Contingency Fund.
- B. The Student Finance Committee Contingency Fund shall be used for new student groups not registered at the time of spring allocation or previously unanticipated programming needs for existing groups, all according to the student finance funding criteria.

8.11.2. Actions of the Student Finance Committee Chair

- A. The Student Finance Committee Chair shall grant permission to apply for Contingency Fund money to groups who:
 - i. Have submitted a detailed Contingency Fund Application at least two weeks prior to a budget interview with Student Finance Committee that is no less than two weeks prior to the date that funds are needed.
 - ii. Could arguably meet the criteria for Contingency Fund money (Section III, below).

8.11.3. Procedure for Allocating Contingency Fund Money

- A. Groups submit an electronic copy of a Contingency Fund Application to the Chair of the Student Finance Committee, who will then schedule an interview of the petitioner by the Student Finance Committee

Statutes to the Constitution of the Vanderbilt Student Government

- B. Groups make presentations to the Student Finance Committee not to exceed the time limit set by the committee
- C. The Student Finance Committee may grant funds to petitioning groups by a majority vote
- D. Should the Vanderbilt Student Government apply for Contingency Fund money, approval requires a unanimous vote of the Committee
- E. Funding for any single event is not to exceed \$500 unless by a unanimous vote of the Committee
- F. The recommendations for funding from the Contingency Fund are subject to the approval of the Dean of Students office
- G. Upon the approval of the Dean of Students office, the Student Finance Committee Chair will notify petitioning organizations of the allocation decision.
- H. Groups that receive contingency funds are required to submit a budget summary following the event or program. If allocated funds remain available at the conclusion of the event or program, those funds will revert back to the contingency fund

8.11.4. Criteria for Funding

- A. All officially recognized campus organizations, except those classified as religious or political by the Office of Student Activities or the Student Finance Committee may request funding as long as the following criteria are met:
 - i. The program for which funding is requested must demonstrate a wide campus appeal and be available to all students (including graduate and professional students) free of charge or at a reduced rate, and must enhance the overall educational, social, and cultural climate available to all students, OR
 - ii. The request is for a new organization or program, OR
 - iii. The request is for a newly identified or unforeseen programming need.
 - iv. The programming expenses abide by the policies set forth for annual allocations in Article VI, Section III, Item B.

8.11.5. Reversion of Funds from the Contingency Fund

Statutes to the Constitution of the Vanderbilt Student Government

- A. All funds authorized by the Student Finance Committee from the Contingency Fund must be used for the exact purposes for which they were proposed
- B. Any funds remaining after the event/project will be reverted back to the Contingency Fund

8.12. *Amendments and Ratification*

- 8.12.1. A majority vote in the VSG House and Senate is necessary for amendment of this title of the VSG Statutes. The Dean of Students Office has final oversight of the revision of these statutes and the Student Activity Fee. Any resolution to amend this title of the VSG Statutes shall be subject to the approval or veto of the Dean of Students.